### **Public Works**

[010-5140] [010-5440] [202-6100] [206-5410] [229-8351] [232-5800] [640-5900] [650-5710] [650-5720] [650-5760] [745-8280]

### **Appropriations Summary**

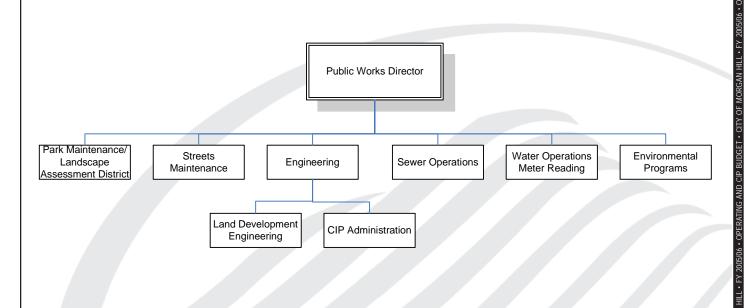
			04/05	04/05	00/00
	02/03	03/04	Current	Estimated	Adopted
	Actuals	Actuals	Budget	Actuals	Budget
Salaries	4,346,130	4,736,018	5,329,457	4,748,431	5,685,441
Supplies & Services	7,468,085	8,682,694	9,708,208	9,199,410	9,025,304
Capital Outlay	394,269	390,415	383,395	388,590	401,750
Debt Services	1,729,373	2,254,666	2,105,925	2,090,551	1,985,233
Internal Service	1,307,460	1,390,377	1,449,760	1,535,591	1,652,558
Transfers Out	2,968,877	1,880,139	901,100	1,002,667	1,711,688
Project Expenditure	-	-	-	-	-
TOTAL BY CATEGORY	18,214,194	19,334,310	19,877,845	18,965,240	20,461,974

04/05

04/05

OE/OG

010	5140 CABLE TELEVISION	58,461	42,641	44,961	43,399	37,611
010	5440 PARK MAINTENANCE	834,892	730,734	706,957	640,571	698,893
202	6100 STREET MAINTENANCE OPERATION	1,509,091	1,496,251	1,634,617	1,628,212	1,855,834
206	5410 ENGINEERING	946,372	930,287	1,121,273	1,002,595	1,145,151
229	8351 LIGHTING AND LANDSCAPE DISTRICT	163,722	169,197	140,038	141,974	118,248
232	5800 SOLID WASTE MANAGEMENT	269,108	393,006	535,570	419,411	402,505
640	5900 SEWER OPERATIONS	5,885,433	7,295,147	6,529,282	6,569,597	6,786,507
650	5710 WATER OPERATIONS	6,716,725	6,317,530	6,912,203	6,493,153	7,151,323
650	5720 METER READING/REPAIR	634,855	618,664	743,447	703,278	761,846
650	5760 WATER CONSERVATION	3,047	4,863	77,711	71,213	124,708
745	8280 CIP ADMINISTRATION	1,192,489	1,335,990	1,431,786	1,251,837	1,379,348
	TOTAL BY PROGRAM	18,214,194	19,334,310	19,877,845	18,965,240	20,461,974





### [010-5140] Cable Services

### **ACTIVITY DESCRIPTION**

The Environmental Programs Division is responsible for administering the cable television franchise and public access contract.

### FY 2004/05 HIGHLIGHTS

• Responded to cable television service complaints

### FY 2005/06 ACTIVITY GOALS

· Continue to respond aggressively in support of customer complaints

### FINANCIAL COMMENTS

Funding for this activity is decreasing slightly due to the planned 20% reduction in facility relocation support for public access services.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
Number of cable complaints received	12	8.	8
<ul> <li>Number of cable complaint processes completed</li> </ul>	12	8.	8
<ul> <li>Average number of days taken to completely</li> </ul>			
process each cable complaint	3.3	17.4 .	2

## [010-5140] Cable Services

Acct Description         Description         Actuals Actuals         Actuals Budget         Actuals Actuals           41100 SALARIES - GENERAL         6.632         7.533         9.265         7.823	Budget 8,284
·	8,284
41100 CALADICO CENEDAL (422 7.522 0.245 7.022	
41100 SALARIES - GENERAL 6,632 7,533 9,265 7,823	
41270 SALARIES - PART-TIME (524) 1,135 1,200 1,425	-
41271 SALARIES - PART-TIME TEMP	1,600
41320 SALARIES - OTHER PAYOUT 258 274 400 400	400
41490 OVERTIME - GENERAL 3	-
41560 UNEMPLOYMENT INSURANCE 1 17 46 27	39
41620 RETIREMENT - GENERAL 117 469 1,021 927	1,211
41690 DEFERRED COMPENSATION 189 233 285 255	239
41700 GROUP INSURANCE 655 902 1,014 816	612
41701 MEDICARE 90 128 134 119	120
41730 INCOME PROTECTION INS 103 160 118 125	99
41760 WORKERS COMP 145 275 379 357	343
< <employee services="">&gt; 7,668 11,125 13,862 12,274</employee>	12,947
42214 TELEPHONE 111 80 80 80	80
42231 CONTRACT SERVICES 47,027 31,331 30,950 30,950	23,800
42248 OTHER SUPPLIES 3,556	200
42252 PHOTOCOPYING - 9	10
42254 POSTAGE & FREIGHT 2	30
42415 CONFERENCE & MEETINGS	500
<supplies &="" services="">&gt; 50,695 31,420 31,030 31,030</supplies>	24,620
45003 GENERAL LIABILITY INSURANCE 97 96 69 95	44
< <internal services="">&gt; 97 96 69 95</internal>	44
5140 - CABLE TELEVISION 58,461 42,641 44,961 43,399	37,611

### [010-5440] Park Maintenance

### **ACTIVITY DESCRIPTION**

The Park Maintenance Division is responsible for the maintenance of approximately 57 acres of City parks, the Civic Center, and other City facilities. The Division also manages Fox Hollow/Murphy Springs Lighting and Landscape Assessment District through contract services. The assessment district includes 20 sub areas consisting of open landscaped areas and approximately six acres of developed "mini-park" space. This Division is also responsible for 334 acres of City owned open space.

In order to meet the City's General Fund budget challenges in the 2004/05 Fiscal Year the Parks Division designated high and low priority turf maintenance areas. Low priority turf maintenance areas consist mainly of "fringe" areas that have minimal use by the public. Within fringe areas, irrigation is reduced or eliminated and turf is maintained as in weed abatement areas. By prioritizing resources, efforts by the Parks staff are focused on maintaining high use areas such as athletic fields, play equipment lots, restrooms and BBQ areas.

Staffing of the Parks Division has been as follows over the past decade:

Fiscal Year	FTE's	Park Acreage Maintained
1990/91	6	52.5
1991/92 through 1996	2	52.5
1996/97 through 2000	4	52.5
2000/01 through 2004	7	54
2004/05	5	57
2005/06	5	57

The FY 2005/06 program will continue to focus on safety, cleanliness, preservation of facilities and landscaping, and prioritizing maintenance tasks in order to achieve priority goals.

#### FY 2004/05 HIGHLIGHTS

- Nordstrom and Galvan Parks "fringe areas" mulched with a combination of re-cycled wood chips from annual tree trimming and commercial wood chips to minimize weed growth and preserve moisture for trees after extensive community notice at the parks
- Irrigation systems at Galvan, Paradise, Community, Nordstrom and Jackson Parks were modified and improved
- Extensive improvements were accomplished at Paradise Park through City Capital projects and through Rotary Club donations. Improvements included: Renovation of pedestrian walkway, accessibility improvements and updating for ADA compliance, new play equipment and new tables and benches
- Water consumption was reduced by approximately 25% at both City and assessment district parks with minimal impact to turf through adherence to a "baseline" irrigation schedule.
- Conducted safety inspection and evaluation of all tree stock throughout the parks system.
- Completed highest priority safety tree trimming throughout parks system
- Continued seasonal flushing and water exchange of Community Park Pond to improve water quality

### [010-5440] Park Maintenance

### FY 2005/06 ACTIVITY GOALS

- Evaluate further benefits and costs of automating and centralizing irrigation management
- Continue to prioritize work tasks and create greater efficiency given reduction in resources, IE: More productive mowing practices, more use of seasonal contract labor
- · Renovate turf at Galvan Park
- · Mulch low priority "fringe" areas at Paradise and Jackson Parks
- Evaluate the cost effectiveness of the use of well water for irrigation at Community Park

### FINANCIAL COMMENTS

The FY 2005/06 Budget reflects the City's General Fund reduction challenges by meeting the target budget. This was met by reducing costs in water by 24%, turf renovation by 5%, and eliminating broadleaf control.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
<ul> <li>Average Customer Work Order Response Time:</li> </ul>			
- Non-Emergency	1.8 Days	1.4 Days .	2 Days
- Emergency	0	0 .	0
Annual Maintenance Cost/Acre	\$12,578	\$11,721 .	\$11,629
Acre Feet Water Used/Irrigated Acre	NA	NA .	94/30

### [010-5440] Park Maintenance

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/00 Adopted Budge
	SALARIES - GENERAL	252,365	143,734	273,550	140,800	280,84
	SALARIES - OTHER PAYOUT	3,441	1,707	2,500	3,601	3,70
	OVERTIME - GENERAL	10,726	4,713	3,000	8,135	7,20
	UNEMPLOYMENT INSURANCE	38	844	1,600	889	1,65
	RETIREMENT - GENERAL	18,188	13,034	41,631	18,539	55,10
	DEFERRED COMPENSATION	461	1,151	41,031	1,075	55,10
	GROUP INSURANCE	31,596	19,688	54,364	1,075	42,11
	MEDICARE	31,390	1,288	3,966	1,089	42,11
	INCOME PROTECTION INS	3,130 3,858	2,171	3,710	1,069	3,75
	WORKERS COMP	16,977	27,754	25,423	11,264	26,09
	BENEFITS	313	314	- 4 150	267	- 2.40
	UNIFORM	4,989	3,040	4,150	1,926	3,40
	CONTRACT LABOR	127,207	152,380	-	141,938	400.50
	< <employee services="">&gt;</employee>	473,290	371,818	414,393	347,770	428,59
	ELECTRIC	10,503	16,216	12,100	12,886	13,27
	WATER/SEWER	89,757	120,070	89,200	65,742	67,71
	TELEPHONE	870	1,375	1,064	1,238	1,27
	GASOLINE & OIL	4,100	6,106	3,800	7,017	6,50
	CONTRACT SERVICES	115,041	130,923	106,535	145,604	101,65
	RENTALS - OUTSIDE	1,385	1,530	375	515	53
	CORP YARD COSTS	7,633	-	13,333	-	-
	STATIONERY & OFFICE SUPPLIES	316	322	225	198	20
	COMPUTER HARDWARE-NON CAPITAL	-	-	-	1,594	1,25
	OTHER SUPPLIES	57,215	42,753	35,675	33,067	33,67
	ADVERTISING	341	641	250	434	44
	POSTAGE & FREIGHT	31	335	340	180	18
42257	PRINTING	422	150	150	147	15
42261	AUTO MILEAGE	-	56	-	-	-
42281	SMALL TOOLS	1,639	4,200	2,000	750	1,25
42299	OTHER EXPENSE	37	10	-	-	-
42301	REIMBURSEMENTS	10,000	-	-	-	-
42408	TRAINING & EDUCATION	1,305	2,540	1,000	1,187	1,00
42415	CONFERENCE & MEETINGS	139	-	-	-	
42423	MEMBERSHIP & DUES	365	195	100	420	30
42435	SUBSCRIPTION & PUBLICATIONS	125	-	100	-	10
42523	MAINT - MACHINE/EQUIPMENT	9,170	6,947	8,000	5,731	6,00
42526	MAINT - AUTO/TRUCKS	9,357	10,351	9,000	4,073	5,25
42531	MAINT - FURNITURE/OFFICE EQUIP	185	119	150	53	20
42550	FLEET REPLACEMENT CHARGES	29,648	-	_		-
	< <supplies &="" services="">&gt;</supplies>	349,584	344,839	283,397	280,836	240,94
43840	COMPUTER EQUIPMENT		-		141	-
	< <capital outlay="">&gt;</capital>	-	-		141	
	LEASE PAYMENTS	949	1,160	-	1,100	
	< <debt service="">&gt;</debt>	949	1,160		1,100	
	GENERAL LIABILITY INSURANCE	4,977	4,530	4,130	5,687	8,30
	BLDG MAINT SERVICES	6,092	8,387	5,037	5,037	5,48
	FLEET REPLACEMENT	-	-	-	-	15,56
	< <internal services="">&gt;</internal>	11,069	12,917	9,167	10,724	29,35
	5440 - PARK MAINTENANCE	834,892	730,734	706,957	640,571	698,89
	THE THIR WHITE HANGE	051,072	100/101	700,751	010,071	070,0



### [202-6100] Street/Roadside Vegetation, Storm Drain, Pavement Repair Maintenance

### **ACTIVITY DESCRIPTION**

The primary purpose of the Street Maintenance Division is to maintain safe streets, sidewalks, storm drain infrastructure, and to remove unsightly and hazardous weeds, litter and debris and illegal signs within the public right of way. To accomplish these goals the Street Division combines in-house and contractual services to maintain and repair asphalt roadways, sidewalks, curbs and gutters, roadway shoulders, guard rails, alleys, medians and parkways, street signs, pavement markings and striping, street tree maintenance, traffic signals, street and downtown Public Parking area lights, and the cleaning and repair of the storm drain system including pipeline, channels and ditches. The Street Maintenance Division also supports various community events by providing safe roadway closures.

During FY 2004/05 the Street Maintenance Division utilized annual maintenance contracts which include specifications tailored to provide the greatest possible response time to the city's citizens.

By close monitoring of seasonal work priorities and the filling of the Maintenance Worker II position in FY 2004/05 a more comprehensive effort is being achieved to proactively clean the storm drain system in preparation for winter rains, thus minimizing the chances of flooding. Roadside weed abatement was also accomplished by early April minimizing weed abatement work during later spring and summer months when priorities shift to asphalt roadway maintenance

### FY 2004/05 HIGHLIGHTS

- Completed \$100,000 in concrete sidewalk repair/replacement with contract services
- Replaced 5 guardrails along major roadways
- Completed asphalt resurfacing improvements at the Tilton and San Pedro Avenue Rail Road crossings
- Prior to winter rains completed cleaning of all major ditches and creeks including a portion
  of Fisher Creek, cleaned and inspected drain inlets in flood prone areas such as downtown,
  Jackson Oaks, Woodland Estates, Hale Avenue, Monterey Road and ditches and culverts
  flowing to Llagas Creek
- By the end of March 2005 abated over 20 miles of roadside weeds
- Placed over 80 tons of asphalt for roadway patching

### FY 2005/06 ACTIVITY GOALS

- Establish a City-wide "map based" sidewalk and street repair maintenance log and priority list
- Establish an on-going contract with Boys Ranch or other similar labor for roadside litter and weed abatement
- Establish guidelines for sidewalk replacement program that reduces cost by early tree root trimming and establishes a more long-term program for removal of problematic trees
- Inspect and clean Fisher Creek from Sanchez Street to Hale Avenue

#### FINANCIAL COMMENTS

The FY 2005/06 budget is supported by Gas Tax Revenues and Enterprise Fund transfers at approximately the same funding amount as the FY 2004/05 budget.

## [202-6100] Street/Roadside Vegetation, Storm Drain, Pavement Repair Maintenance

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
<ul> <li>Average Customer Work Order Response Time</li> </ul>	е		
- Non-Emergency	1.3 days	1.3 Days .	2 Days
- Emergency	22 minutes	1 hour .	. 30 minutes
<ul> <li>Repair Maintenance Related Permanent Aspha</li> </ul>	alt 117 Tons	*80 tons .	125 tons
Vegetation Abatement Program	75%	100% .	. 25/25miles
<ul> <li>Storm Drain Systems serviced</li> </ul>			
- Facilities	50/50	50/50 .	50/50
- Creeks/ditches/channels	4.3/4.3miles	4.3/4.3.	4.3/4.3

<sup>\*</sup>Reflects vacancy of MW II position during summer months of 2004

## [202-6100] Street Maintenance

		22/22	22/24	04/05	04/05	05/06
A 4	Description	02/03	03/04		Estimated	Adopted
	Description CALABIES CENERAL	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	248,686	292,582	381,797		383,701
	SALARIES - OTHER PAYOUT	2,915	10,276	6,900	3,856	4,750
	OVERTIME - GENERAL	38,307	18,761	17,700	27,536	28,500
	UNEMPLOYMENT INSURANCE	36	778	2,005	1,152	2,068
	RETIREMENT - GENERAL	16,339	25,766	56,998	35,775	73,998
	DEFERRED COMPENSATION	1,124	2,840	1,315	2,372	1,662
	GROUP INSURANCE	31,373	43,920	66,618	37,428	53,389
	MEDICARE	3,088	3,708	5,536	3,099	5,564
	INCOME PROTECTION INS	3,689	4,383	4,951	3,305	4,928
	WORKERS COMP	14,102	26,817	32,784	22,326	32,980
	BENEFITS	759	786	-	689	-
	UNIFORM	6,051	4,698	5,285	6,268	5,285
41900	CONTRACT LABOR	54,452	24,841	-	59,786	-
	< <employee services="">&gt;</employee>	420,920	460,155	581,889	479,569	596,825
	TAXES	100	83	100	100	100
	ELECTRIC	296,221	282,297	275,000	235,879	242,955
	TELEPHONE	1,991	1,818	1,417	1,727	1,800
	GENERAL LIABILITY INS	72	-	-	-	-
	GASOLINE & OIL	5,379	5,528	6,000	8,036	11,571
42231	CONTRACT SERVICES	400,790	435,853	411,703	556,853	539,230
42236	BANK CARD SERVICE FEES	-	-	-	25	-
42240	RENTALS - OUTSIDE	3,820	2,435	2,500	3,065	3,250
42242	CORP YARD COSTS	9,061	-	15,827	-	-
42244	STATIONERY & OFFICE SUPPLIES	868	911	500	775	825
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	3,000	3,000	3,000
42246	COMPUTER SOFTWARE-NON CAPITAL	-	-	1,500	1,500	1,500
42248	OTHER SUPPLIES	92,312	44,417	73,700	62,449	73,700
42250	ADVERTISING	858	1,712	500	3,830	3,945
42254	POSTAGE & FREIGHT	64	194	150	122	125
42257	PRINTING	706	227	350	506	500
42281	SMALL TOOLS	1,828	2,719	2,500	750	1,500
42299	OTHER EXPENSE	1,340	802	950	800	1,000
42408	TRAINING & EDUCATION	3,072	2,919	3,500	5,676	5,750
42415	CONFERENCE & MEETINGS	450	-	-	-	
42423	MEMBERSHIP & DUES	203	60	150	388	400
42435	SUBSCRIPTION & PUBLICATIONS	1,239	284	500	120	250
42510	MAINT - BLDGS/IMPROVEMENTS	-	65	_	-	-
42523	MAINT - MACHINE/EQUIPMENT	14,667	15,011	25,400	34,826	35,870
42526	MAINT - AUTO/TRUCKS	35,545	17,963	19,500	14,978	15,425
42531		185	134	1,100	53	600
	FLEET REPLACEMENT CHARGES	55,755	38,945			
42550	FLEET REPLACEMENT CHARGES	aa.7aa	38,940	_		-

## [202-6100] Street Maintenance

				04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43820	OTHER IMPROVEMENTS	-	1,200	-	-	-
43825	MACHINERY/EQUIPMENT	914	2,827	3,000	-	3,750
43840	COMPUTER EQUIPMENT	-	-	-	141	3,000
43845	COMPUTER SOFTWARE	-	374	-	-	-
	< <capital outlay="">&gt;</capital>	914	4,401	3,000	141	6,750
44994	LEASE PAYMENTS	949	1,160	-	1,100	-
	< <debt service="">&gt;</debt>	949	1,160	-	1,100	-
45003	GENERAL LIABILITY INSURANCE	12,935	11,801	21,385	29,448	64,500
45004	BLDG MAINT SERVICES	18,586	25,587	15,366	15,366	16,743
45006	FLEET REPLACEMENT	-	-	43,160	43,160	103,921
45010	GF ADMIN	128,260	138,768	123,970	123,970	123,799
	< <internal services="">&gt;</internal>	159,780	176,156	203,881	211,944	308,963
	6100 - STREET MAINTENANCE	1,509,091	1,496,251	1,634,617	1,628,212	1,855,834

### **ACTIVITY DESCRIPTION**

The Public Works Engineering Development Division provides development review/inspection services. It oversees all construction activities pertaining to the infrastructure constructed by developers within the City. This Division checks, approves, and keeps for the public record all improvement plans prepared by consultants. It reviews all private land development activities for conformance with City Standards, and checks and approves all maps in compliance with the Subdivision Map Act. In addition, the Division is responsible for implementing and maintaining a Storm Water Management Plan per the National Pollution Discharge Elimination System (NPDES) Phase II Program.

#### FY 2004/05 HIGHLIGHTS

- Commercial and industrial development was at a reduced level consistent with the
  economic slump affecting the Bay Area. Plan check activity in commercial and industrial
  was light. In spite of this, staff spent many hours assisting developers with inquiries about
  potential projects. Staff assisted BAHS on numerous economic development projects. A
  great deal of emphasis has been placed on the proposed commercial development at the
  NE corner of Cochrane Rd. and Highway 101.
- Residential development remains strong and active, requiring substantial staff time
  processing development documentation, plan checking, and inspecting construction
  activity. Staff has spent a great deal of time on the various South County Housing affordable
  housing projects.
- Three members of the Engineering staff participated in the scoring of the Measure C residential control program.
- Contract plan checking and inspection were utilized extensively to meet performance goals.
- Staff, in cooperation with the Regional Water Quality Control Board, completed the City's Storm Water Management Plan as required by the EPA NPDES Phase II program. The Plan was subjected to a 60-day public comment period and is now in full effect.

### FY 2005/06 WORKPLAN

 Complete installation of 16" Master Plan water main in Barrett Avenue between Highway 101 and Juan Hernandez Way.

### FY 2005/06 ACTIVITY GOALS

- Make continued improvements in the development review/inspection process.
- Track plan check turn-around times to meet established goals of 6 week initial check and 2 week follow-up checks.
- Assist the Building Assistance and Housing Services Department with potential economic development projects.
- Implement the Storm Water Management Plan to comply with the City's NPDES Phase II permit.
- The Public Works Department, in conjunction with the Community Development Department, Building and Housing Services Department, and the City Manager's Office will conduct a survey to assess how well the City provides customer service with respect to land development. In addition, training will be provided on customer service to all development service departments.

### FINANCIAL COMMENTS

Commercial and industrial development activity in FY 2005/06 is expected to remain at the levels they were during the past fiscal year with the exception of the proposed regional commercial development at the 101/Cochrane intersection. With the addition of the expected strong residential development activity, development impact revenues should remain on the average of the past two fiscal years. The Department will contribute \$10,000 to the customer service survey.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
Number of Final Maps Recorded	8	15 .	12
Plan Checks returned on time	162/182	150/170 .	100%
<ul> <li>No. of Building Permit Applications received</li> </ul>	136	140 .	140
<ul> <li>Hours spent inspecting public improvements</li> </ul>			
constructed by private developers	1,854	2,840 .	2,300

	_			04/05	04/05	05/06
A 1	Paradatta.	02/03	03/04		Estimated	Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	243,844	256,637	355,124	281,548	382,952
	SALARIES - OTHER PAYOUT	4,256	3,401	2,500	9,148	6,500
	OVERTIME - GENERAL	10,017	9,556	11,100	6,479	8,500
	UNEMPLOYMENT INSURANCE	23	478	1,367	778	1,504
	RETIREMENT - GENERAL	14,512	20,470	45,505	32,282	65,759
	DEFERRED COMPENSATION	3,230	3,990	4,297	4,578	5,785
	GROUP INSURANCE	11,474	28,752	46,549	27,651	42,796
	MEDICARE	3,453	3,505	5,149	3,420	5,553
	INCOME PROTECTION INS	3,701	3,792	4,171	3,242	4,418
	WORKERS COMP	6,459	13,290	19,185	15,118	23,292
	BENEFITS	470	486	-	830	-
	UNIFORM	550	719	310	536	350
1900	CONTRACT LABOR	57,933	56,457	33,000	23,060	25,000
	< <employee services="">&gt;</employee>	359,923	401,533	528,257	408,670	572,409
	TELEPHONE	2,312	3,692	2,946	2,950	2,900
	GASOLINE & OIL	1,416	2,327	1,550	1,720	900
2231	CONTRACT SERVICES	249,890	199,319	297,166	285,000	265,000
2236	BANK CARD SERVICE FEES	-	-	-	2,500	3,100
	RENTALS - OUTSIDE	-	-	100	100	100
2242	CORP YARD COSTS	257	-	449	-	-
2244	STATIONERY & OFFICE SUPPLIES	2,047	2,596	1,700	1,500	1,800
2245	COMPUTER HARDWARE-NON CAPITAL	-	-	3,200	3,180	2,700
2246	COMPUTER SOFTWARE-NON CAPITAL	-	-	2,200	2,200	2,200
2248	OTHER SUPPLIES	14,468	3,616	8,600	8,560	7,900
2250	ADVERTISING	-	-	1,500	450	550
2252	PHOTOCOPYING	5	2	900	200	450
2254	POSTAGE & FREIGHT	370	249	650	2,400	2,500
2257	PRINTING	338	1,979	2,080	1,800	1,800
2261	AUTO MILEAGE	834	435	700	500	500
12299	OTHER EXPENSE	352	184	350	310	1,040
12408	TRAINING & EDUCATION	4,964	2,640	2,800	2,650	2,800
2415	CONFERENCE & MEETINGS	808	584	600	941	700
2423	MEMBERSHIP & DUES		208	350	250	350
	SUBSCRIPTION & PUBLICATIONS	950	64	720	610	680
	MAINT - BLDGS/IMPROVEMENTS	-	65	-	200	200
	MAINT - MACHINE/EQUIPMENT	-	-	_	100	100
	MAINT - AUTO/TRUCKS	1,115	1,545	1,200	1,200	1,300
	MAINT - FURNITURE/OFFICE EQUIP	30	483	620	600	600
	FLEET REPLACEMENT CHARGES	1,922	-	-	_	-
	< <supplies &="" services="">&gt;</supplies>	282,079	219,985	330,381	319,921	300,170
	232.0 0.02		,,,,,	227,201	0.7,7=1	333,

				04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43835	FURNITURE/OFFICE EQUIPMENT	1,068	1,307	-	3,611	3,500
43840	COMPUTER EQUIPMENT	1,174	5,907	-	2,622	-
43845	COMPUTER SOFTWARE	-	660	-	-	-
	< <capital outlay="">&gt;</capital>	2,242	7,874	-	6,233	3,500
44994	LEASE PAYMENTS	949	1,160	-	671	-
	< <debt service="">&gt;</debt>	949	1,160	-	671	-
45003	GENERAL LIABILITY INSURANCE	14,309	12,035	11,843	16,308	14,574
45004	BLDG MAINT SERVICES	10,326	14,215	8,537	8,537	9,302
45009	I.S. SERVICES	59,138	38,268	32,122	32,122	35,353
45010	GF ADMIN	217,406	235,217	210,133	210,133	209,843
	< <internal services="">&gt;</internal>	301,179	299,735	262,635	267,100	269,072
	5410 - ENGINEERING	946,372	930,287	1,121,273	1,002,595	1,145,151

# [229-8351] Lighting & Landscape District

#### **ACTIVITY DESCRIPTION**

Lighting and Landscape Assessment District Funds are derived from special property assessments to support City maintenance services in certain park and landscape areas within residential developments. Proper maintenance of the properties benefits the owners. Assessment charges are collected by the County on property tax rolls and remitted to the City. There are currently 20 sub-areas in the Fox Hollow/Murphy Springs Lighting and Landscape Assessment District. Each lot within a specific sub-area is assessed the same amount.

It is the goal of each fiscal year to manage the expenses of each of the sub areas as frugally as possible to maintain a positive fund balance and avoid the need for assessment rate increases. Nevertheless, in more recent years in the majority of the 20 sub areas maintenance costs have risen above the maximum assessment that can be levied. At least 10 years have passed since the adoption of any of the original assessment rates. Assessment rate increases have been avoided in many cases due to positive fund balances available to offset revenue shortfalls.

In the spring of 2005 a ballot measure to increase assessment rates in 15 of the 20 sub areas is being initiated. This is necessary where the annual costs of maintenance have exceeded annual revenues collected and a negative fund balance has occurred. The ballot measure will also include a proposal to add a 3% annual inflator to the assessment rate to offset the rise of costs through annual inflation. The ballots will be tabulated at the June 15, 2005 City Council meeting. The Final Budget for FY 2005/06 will be adjusted consistent with the ballot results.

In the cases of the sub areas that do not receive an affirmative vote approving the assessment rate increase, services will have to be substantially reduced to bring the expenses in balance with available revenues. The FY 2005/06 Budget projects expenses exclusive of the proposed ballot increases.

### FY 2004/05 HIGHLIGHTS

- Completed maintenance of all sub areas, including necessary repairs or improvements, and maintained a positive fund balance for the District overall
- Managed the landscape services contractor efficiently by minimizing maintenance costs where possible
- A 35% reduction in water use over the 2003/04 expense was achieved using a "baseline" irrigation schedule

### FY 2005/06 ACTIVITY GOALS

 Manage all costs to maintain a modest positive fund balance and/or continue reduction of existing deficit balances

### FINANCIAL COMMENTS

Maintenance services are provided through contract services and are paid by annual assessments from the property owners benefiting from the improvements.

## [229-8351] Lighting & Landscape District

				04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	9,862	14,203	14,746	15,023	13,715
41320	SALARIES - OTHER PAYOUT	232	337	500	387	400
41490	OVERTIME - GENERAL	-	45	-	21	-
41560	UNEMPLOYMENT INSURANCE	1	23	57	33	60
41620	RETIREMENT - GENERAL	403	968	1,856	1,674	2,512
41690	DEFERRED COMPENSATION	141	225	179	243	125
41700	GROUP INSURANCE	883	1,558	2,032	1,501	1,743
41701	MEDICARE	100	164	214	155	199
41730	INCOME PROTECTION INS	134	211	168	174	162
41760	WORKERS COMP	355	733	945	861	1,002
41799	BENEFITS	96	121	-	106	-
	< <employee services="">&gt;</employee>	12,208	18,587	20,697	20,178	19,918
42208	ELECTRIC	3,614	3,425	3,600	3,044	3,044
42210	WATER/SEWER	35,216	42,400	36,450	27,254	27,254
42231	CONTRACT SERVICES	98,444	89,322	66,000	78,204	54,835
42248	OTHER SUPPLIES	367	896	100	176	-
42250	ADVERTISING	515	-	-	220	220
42252	PHOTOCOPYING	35	-	-	-	-
42254	POSTAGE & FREIGHT	2	235	348	-	-
42531	MAINT - FURNITURE/OFFICE EQUIP	66	-	-	-	-
	< <supplies &="" services="">&gt;</supplies>	138,259	136,279	106,498	108,898	85,353
45003	GENERAL LIABILITY INSURANCE	119	119	147	202	299
45010	GF ADMIN	13,136	14,212	12,696	12,696	12,678
	< <internal services="">&gt;</internal>	13,255	14,331	12,843	12,898	12,977
	8351 - LIGHTING AND LANDSCAPE DISTRICT	163,722	169,197	140,038	141,974	118,248

### [232-5800] Solid Waste Management

### **ACTIVITY DESCRIPTION**

The Environmental Programs - Solid Waste Management Division develops and implements waste reduction programs to meet the requirements of the California Integrated Waste Management Act of 1989 (AB 939). These programs include source reduction, recycling, composting, public education, and household hazardous waste management. The Division administers the City's franchise agreement for solid waste management services. The Division also administers the City's Burrowing Owl Habitat Mitigation Plan. This activity was moved into the Public Works Department beginning the 2004/05 fiscal year.

### FY 2004/05 HIGHLIGHTS

- · Completed negotiations with waste hauler for additional services and franchise extension
- Continued to promote a variety of recycling programs for businesses and residents to reach the 50% diversion rate
- Initiated Halloween Costume Exchange and Green Christmas Recycling Kit programs
- Held City Beautification Day, Second Chance Week, and flower bulb distribution.

### FY 2005/06 WORKPLAN

· Expand curbside recycling program

### FY 2005/06 ACTIVITY GOALS

- Comprehensively Inform the public about additions to the City's recycling program
- Continue to aggressively promote waste reduction programs in order to exceed State diversion mandates
- · Promote recycling in the schools
- Provide one-on-one technical assistance to new and existing businesses
- Administer the solid waste franchise to ensure that excellent customer services continue to be provided

### FINANCIAL COMMENTS

Division activities are funded by a 6% franchise fee on solid waste management services.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	ACTUAL	PROJ	GOAL
Dollars spent communicating recycling information (excluding employee services)	tion \$81,348	\$39,364.	\$60,000
Tons of recycling collected	9,653	9,929 .	10,500
<ul> <li>Number of environmental promotions distribute</li> </ul>			
<ul> <li>Percentage of customers ranking their solid was</li> </ul>	ste		
Management services "good" or "excellent"	94%	N/A* .	90%
<ul> <li>Percentage of customers who say they have</li> </ul>			
enough information to properly participate in th	е		
City's recycling program	79%	N/A* .	85%
Percentage of customers participating in the			
recycling program	63%	62% .	64%
Solid waste diversion rate	50% .	50% .	52%
<ul> <li>Dollars spent communicating recycling information</li> </ul>	tion		
/ ton of recycling collected	\$8.43/ton .	\$3.96/ton.	\$5.71/ton
* Biennial Measure only			

## [232-5800] Solid Waste Management

		02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	53,536	56,264	77,091	58,675	82,644
41270	SALARIES - PART-TIME	19,102	18,824	-	19,417	-
41320	SALARIES - OTHER PAYOUT	2,725	2,785	4,000	4,000	4,200
41490	OVERTIME - GENERAL	192	-	2,000	500	2,000
41560	UNEMPLOYMENT INSURANCE	7	152	392	230	419
41620	RETIREMENT - GENERAL	2,172	3,623	7,778	7,258	12,074
41690	DEFERRED COMPENSATION	2,087	2,182	2,848	2,439	2,393
41700	GROUP INSURANCE	6,913	7,010	7,568	6,119	5,753
41701	MEDICARE	1,156	1,125	1,118	1,007	1,198
41730	INCOME PROTECTION INS	1,283	1,438	986	1,083	1,017
41760	WORKERS COMP	1,948	2,413	3,172	3,066	3,407
	< <employee services="">&gt;</employee>	91,121	95,816	106,953	103,794	115,105
42214	TELEPHONE	1,369	1,182	1,084	1,084	1,150
42228	GASOLINE & OIL	48	80	100	200	230
42231	CONTRACT SERVICES	67,482	110,329	79,733	70,000	74,500
42244	STATIONERY & OFFICE SUPPLIES	222	179	400	200	200
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	-	-	5,000
42248	OTHER SUPPLIES	2,277	1,238	2,000	2,000	2,000
42250	ADVERTISING	1,788	2,927	6,400	1,000	1,000
42252	PHOTOCOPYING	26	1,862	1,879	1,879	2,000
42254	POSTAGE & FREIGHT	5,167	3,441	3,000	3,000	3,000
42257	PRINTING	28,898	21,076	25,000	25,000	25,000
42299	OTHER EXPENSE	51,270	31,379	40,000	40,000	50,000
42408	TRAINING & EDUCATION	-	363	1,000	1,000	1,000
42415	CONFERENCE & MEETINGS	419	966	400	750	750
42423	MEMBERSHIP & DUES	765	440	375	375	375
42435	SUBSCRIPTION & PUBLICATIONS	14	134	50	50	50
42531	MAINT - FURNITURE/OFFICE EQUIP	918	-	-	-	-
	< <supplies &="" services="">&gt;</supplies>	160,662	175,596	161,421	146,538	166,255
44994	LEASE PAYMENTS	315	-	-	-	-
	< <debt service="">&gt;</debt>	315	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	947	736	512	705	433
45004	BLDG MAINT SERVICES	-	-	-	1,690	1,841
45009	I.S. SERVICES	-	3,479	3,059	3,059	3,367
45010	GF ADMIN	16,062	17,378	15,525	15,525	15,504
	< <internal services="">&gt;</internal>	17,009	21,593	19,096	20,979	21,145
49201	TRANSFER OUT-202 (STREET MAINTENANCE	-	100,000	200,000	100,000	100,000
49210	TRANSFER OUT-010 (GENERAL FUND)	-	_	48,100	48,100	-
	< <transfers>&gt;</transfers>	-	100,000	248,100	148,100	100,000
86360	CONSTRUCTION	-		- ,	-	-
	< <project expenditures="">&gt;</project>		-		-	-
	5800 - SOLID WASTE MANAGEMENT	269,108	393,006	535,570	419,411	402,505

### [640-5900] Sewer Operations

### **ACTIVITY DESCRIPTION**

The Sewer Operations Division protects public health and safety by ensuring that wastewater is properly collected, treated and discharged. This includes planning, design, maintenance, and repair of all sanitary sewer mains and sewer lift stations within the city. Collection system effluent is transported via an interceptor to the wastewater treatment facility located in Gilroy, where it is treated and discharged. This plant is owned and operated by the South County Regional Wastewater Authority (SCRWA) under a Joint Powers Agreement with the Cities of Morgan Hill and Gilroy.

The City owns, and therefore funds, 41.9% of the capital expansion costs at the wastewater treatment facility. The City pays the facility's annual operations and maintenance costs based on actual annual flow as recorded by flow meters. For budgeting purposes this year, the SCRWA budget proposes a 43% Morgan Hill / 57% Gilroy split.

### FY 2004/05 HIGHLIGHTS

- · Completed installation of new Supervisory Control and Data Acquisition System
- Completed a comprehensive sewer main flushing program to reduce sewer blockages
- Infiltration and Inflow (I and I) identification program completed
- · Completed sewer main replacement around Peak and Main and W. Dunne areas
- Completed identified areas for root treatment in the Holiday and Jackson Oaks areas

#### FY 2005/06 WORKPLAN

· Completion of Root Treatment Program for Holiday and Jackson Oaks areas

### FY 2005/06 ACTIVITY GOALS

- Add P lift station to Supervisory Control and Data Acquisition System. This is one of two sewer facilities not included in the SCADA upgrade. Lift Station O will be added in FY 06/ 07
- · Track response time for customer work orders
- Track number of sewer main restrictions cleared
- · Locate, identify, and rehabilitate clean outs and sewer manholes

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
<ul> <li>Average Customer Work Order Response Time</li> </ul>			
- Non-Emergency	1.7 days	9 Hours .	2 Days
- Emergency	28 minutes	10 minutes .	. 15 minutes
Sewer Main Restrictions Cleared	24	50 .	25
Linear Feet Sewer Main Flushed	707,600	*451,098 .	715,000

\*LF of lines flushed dropped in 2004/05 due to a concentration of flushing efforts in the Jackson Oaks-Holiday Lakes area where flushing is more time intensive due to the access difficulties. Note the higher number of main restrictions cleared.

## [640-5900] Sewer Operations

		-		04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
1100	SALARIES - GENERAL	625,488	641,221	727,635	680,947	770,068
1270	SALARIES - PART-TIME	-	-	-	-	-
1320	SALARIES - OTHER PAYOUT	13,111	11,812	15,000	23,449	24,200
1490	OVERTIME - GENERAL	16,802	26,678	30,000	39,671	40,850
1560	UNEMPLOYMENT INSURANCE	63	1,365	3,499	1,949	3,694
1620	RETIREMENT - GENERAL	36,842	53,169	103,268	89,668	143,506
1690	DEFERRED COMPENSATION	6,069	8,794	5,988	7,523	5,672
1700	GROUP INSURANCE	66,590	86,941	118,616	87,835	109,707
11701	MEDICARE	9,628	9,513	10,551	9,712	11,166
1730	INCOME PROTECTION INS	9,494	10,101	9,193	8,366	9,489
1760	WORKERS COMP	31,863	46,914	57,619	53,867	64,466
1799	BENEFITS	1,939	1,823	-	1,570	-
1800	UNIFORM	7,593	9,531	9,470	11,821	12,200
	CONTRACT LABOR	54,795	67,111	-	3,483	-
	< <employee services="">&gt;</employee>	880,277	974,974	1,090,839	1,019,861	1,195,018
2208	ELECTRIC	19,030	17,096	25,000	13,950	14,369
	WATER/SEWER	-	75		9	-
	TELEPHONE	1,708	3,061	1,758	3,950	4,069
	GASOLINE & OIL	10,546	14,481	15,000	19,048	25,383
	CONTRACT SERVICES	102,175	71,955	196,321	186,505	145,525
	RENTALS - OUTSIDE	126	298	5,000	195	2,500
	CORP YARD COSTS	23,192	-	40,510	-	-
	STATIONERY & OFFICE SUPPLIES	1,990	2,030	2,000	1,728	2,000
	COMPUTER HARDWARE-NON CAPITAL	-	-	7,500	7,500	7,500
	COMPUTER SOFTWARE-NON CAPITAL	_	-	4,500	4,500	4,500
	OTHER SUPPLIES	74,778	78,509	79,299	76,914	77,500
	ADVERTISING	863	556	500	163	250
	POSTAGE & FREIGHT	43	307	200	137	200
	PRINTING	653	224	500	1,036	1,000
	AUTO MILEAGE	-	29	-	1,030	1,000
	SEWER CHRGS MAINT/OPS (SCRWA)	- 2,296,475	2,881,303	2,733,717	2,733,717	2,689,703
	WATER/SEWER MAINTENANCE SVS	2,290,475 5,716	33,767	112,960	59,880	117,500
					· ·	3,500
	SMALL TOOLS	8,869	4,352	4,500	1,830	
	OTHER EXPENSE	1,442	7,882	475	137	350
	TRAINING & EDUCATION	4,669	2,126	8,500	9,118	9,000
	CONFERENCE & MEETINGS	364	47	1,000	973	1,000
	MEMBERSHIP & DUES	486	688	1,000	555	750
	SUBSCRIPTION & PUBLICATIONS	936	14	600	47	200
	MAINT - MACHINE/EQUIPMENT	7,021	11,074	10,000	4,775	7,500
	MAINT - AUTO/TRUCKS	29,493	36,202	30,068	18,050	25,000
	MAINT - FURNITURE/OFFICE EQUIP	145	240	500	53	600
	MAINT - OTHER	-	409	6,000	560	577
2550	FLEET REPLACEMENT CHARGES	48,939	148,391	-	-	
	< <supplies &="" services="">&gt;</supplies>	2,639,659	3,315,115	3,287,408	3,145,330	3,140,476

## [640-5900] Sewer Operations

				04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43820	OTHER IMPROVEMENTS	-	1,200	-	-	-
43825	MACHINERY/EQUIPMENT	23,665	65,529	11,500	2,500	24,500
43830	AUTO/TRUCKS	-	2,745	-	-	-
43835	FURNITURE/OFFICE EQUIPMENT	1,375	1,101	-	3,611	-
43840	COMPUTER EQUIPMENT	1,965	6,112	3,000	6,585	6,000
43845	COMPUTER SOFTWARE	-	660	12,000	12,683	-
	< <capital outlay="">&gt;</capital>	27,006	77,347	26,500	25,379	30,500
44990	PRINCIPAL	635,000	1,115,000	975,000	975,000	995,000
44991	INTEREST	527,714	586,625	573,410	573,410	558,790
44994	LEASE PAYMENTS	949	1,160	-	1,100	-
44995	SERVICE FEES	9,793	7,691	-	3,450	-
	< <debt service="">&gt;</debt>	1,173,456	1,710,476	1,548,410	1,552,960	1,553,790
45003	GENERAL LIABILITY INSURANCE	31,356	28,608	128,310	176,685	131,553
45004	BLDG MAINT SERVICES	22,716	31,273	18,780	18,780	20,463
45006	FLEET REPLACEMENT	-	-	-	-	23,805
45009	I.S. SERVICES	8,064	5,218	4,589	4,589	5,050
45010	GF ADMIN	211,522	228,851	204,446	204,446	204,164
	< <internal services="">&gt;</internal>	273,659	293,950	356,125	404,500	385,035
49201	TRANSFER OUT-202 (STREET MAINTENANCE	200,000	200,000	200,000	200,000	200,000
49210	TRANSFER OUT-010 (GENERAL FUND)	17,500	17,500	20,000	20,000	41,200
49214	TRANSFER OUT-207 (GENL PLAN UPDATE)	-	-	-	-	10,000
49222	TRANSFER OUT-346 (PUBLIC FACILITIES)	-	10,000	-	-	-
	TRANSFER OUT-643 (SEWER CIP)	500,000	500,000	-	-	-
49271	TRANSFER OUT-650 (WATER OPS)	173,877	195,785	-	201,567	230,488
	< <transfers>&gt;</transfers>	891,377	923,285	220,000	421,567	481,688
	5900 - SEWER OPERATIONS	5,885,433	7,295,147	6,529,282	6,569,597	6,786,507



### [650-5710] Water Operations

### **ACTIVITY DESCRIPTION**

The City of Morgan Hill supplies water to approximately 11,500 residential and commercial/industrial establishments while ensuring that the water quality meets or exceeds health and environmental standards. The water is supplied from 14 wells located in, and adjacent to, the City. This Division maintains and repairs all wells, pumping stations, reservoirs, and pipelines. In addition, Division technical staff perform design and long range planning activities, and assures that water quality standards are met in compliance with the State's Department of Health Services regulations.

### FY 2004/05 HIGHLIGHTS

- Effectively dealt with perchlorate contamination emanating from the Olin site
- Initiated construction of a new 1 million gallon reservoir at Boys Ranch site
- · Repaired all emergency water breaks
- Completed installation of new Supervisory Control and Data Acquisition System
- · Identified and installed isolation valves to reduce customer outage
- Completed rehabilitation of the Jackson Oaks Booster Station
- · Identified and installed isolation valves to reduce customer outage
- · Drilled and completed the new Butterfield Well for emergency operation

### FY 2005/06 WORKPLAN

- Update the Urban Water Management Plan by December 31, 2005
- Identify location for and drill a new production well prior to June 30, 2006

#### FY 2005/06 ACTIVITY GOALS

- Deal with perchlorate contamination emanating from the Olin site
- · Identify dead end water mains and expose and rehabilitate blow off valves
- Evaluate operation of Supervisory Control and Data Acquisition System and identify additional upgrades necessary to make the water operation and/or reporting system more effective or efficient where possible
- Track response time for customer work orders
- Conduct an energy audit of water facility energy use and identify improvements that will help save annual energy operation costs
- Identify a site for drilling a new production well
- Complete construction of Boy's Ranch 1 million gallon reservoir
- · Identify and install isolation valves to reduce customer outages during water main breaks

### FINANCIAL COMMENTS

FY 2005/06 costs to address perchlorate contamination are projected to be the same as they were in FY 2004/05. The budget has been increased to reflect the 7.5% increase in the pump tax paid to the Santa Clara Valley Water District in FY 2005/06.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<b>ACTUAL</b>	<u>PROJ</u>	GOAL
Average Customer Work Order Response Time			
- Non-Emergency	18 hours	19 hours.	24 hours
- Emergency	16 minutes	9 minutes .	. 15 minutes
Cost of Water Produced	NΑ	NA	\$790/Ac/ft

## [650-5710] Water Operations

		-		04/05	04/05	05/06
		02/03	03/04		Estimated	Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	711,164	722,808	790,003	755,253	854,926
	SALARIES - PART-TIME	191	-	-	-	-
	SALARIES - OTHER PAYOUT	9,882	18,608	18,000	24,750	25,500
	OVERTIME - GENERAL	60,473	84,714	80,000	79,484	81,900
	UNEMPLOYMENT INSURANCE	68	1,494	3,868	2,157	4,123
	RETIREMENT - GENERAL	42,562	61,816	113,012	94,412	160,505
	DEFERRED COMPENSATION	5,142	8,968	5,988	7,571	5,672
	GROUP INSURANCE	77,465	97,776	140,524	93,889	129,798
	MEDICARE	9,901	10,704	11,455	9,868	12,396
	INCOME PROTECTION INS	10,190	11,001	10,046	8,609	10,568
	WORKERS COMP	38,413	51,289	63,407	60,987	72,345
	BENEFITS	1,711	1,716	-	1,507	-
	UNIFORM	7,068	6,783	10,175	8,073	8,675
41900	CONTRACT LABOR	48,355	48,345	-	7,521	-
	< <employee services="">&gt;</employee>	1,022,583	1,126,022	1,246,478	1,154,081	1,366,408
	TAXES	952,360	1,466,348	1,571,250	1,518,154	1,697,296
	ELECTRIC	889,655	772,817	900,000	773,582	796,789
	TELEPHONE	22,368	17,150	16,471	11,706	12,058
	GASOLINE & OIL	18,877	30,256	42,221	20,520	24,306
	SPECIAL COUNSEL	37,050	218,816	300,000	318,983	200,000
	CONTRACT SERVICES	397,776	650,489	1,009,215	1,009,215	756,965
	BANK CARD SERVICE FEES	-	-	-	-	-
	RENTALS - OUTSIDE	908	5,499	7,000	2,231	4,000
	CORP YARD COSTS	24,457	-	42,720	-	-
	STATIONERY & OFFICE SUPPLIES	4,196	4,311	4,500	5,093	5,245
	COMPUTER HARDWARE-NON CAPITAL	-	276	7,500	7,500	7,500
	COMPUTER SOFTWARE-NON CAPITAL	-	-	4,500	4,500	4,500
	OTHER SUPPLIES	162,120	152,090	211,083	141,281	129,259
	ADVERTISING	929	420	500	1,833	2,200
	PHOTOCOPYING	-	25	-	-	-
	POSTAGE & FREIGHT	968	579	1,000	681	3,250
42257	PRINTING	2,073	1,905	2,000	1,025	3,500
	AUTO MILEAGE	-	29	-	80	90
	WATER/SEWER MAINTENANCE SVS	26,644	12,058	83,932	75,958	77,500
42281		6,129	5,765	5,500	2,776	5,500
42299	OTHER EXPENSE	20,364	27,431	20,150	17,761	20,150
	TRAINING & EDUCATION	3,758	8,240	8,500	10,320	10,630
42415	CONFERENCE & MEETINGS	2,705	3,215	5,000	3,560	4,000
42423	MEMBERSHIP & DUES	3,614	3,596	5,000	5,027	5,000
42435	SUBSCRIPTION & PUBLICATIONS	1,075	238	1,000	143	500
	MAINT - BLDGS/IMPROVEMENTS	1,525	-	1,500	-	
	MAINT - MACHINE/EQUIPMENT	4,537	8,792	7,500	9,206	9,480
	MAINT - AUTO/TRUCKS	20,178	18,361	23,000	28,425	26,025
42531	MAINT - FURNITURE/OFFICE EQUIP	185	241	1,100	119	600
42536	MAINT - OTHER	4,500	-	500	-	-
12550	FLEET REPLACEMENT CHARGES	72,763		-	-	
72330						

## [650-5710] Water Operations

				04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	OTHER IMPROVEMENTS	-	1,008	-	-	-
43825	MACHINERY/EQUIPMENT	70,679	30,017	13,000	2,842	48,500
43835	FURNITURE/OFFICE EQUIPMENT	-	1,101	-	3,611	-
43840	COMPUTER EQUIPMENT	-	6,112	3,000	6,585	6,000
43845	COMPUTER SOFTWARE	-	2,160	12,000	12,683	-
43897	METERS	-	6,559	-	-	-
	< <capital outlay="">&gt;</capital>	70,679	46,956	28,000	25,721	54,500
44990	PRINCIPAL	219,331	238,314	243,249	261,807	173,359
44991	INTEREST	326,622	298,016	310,296	268,813	258,084
44994	LEASE PAYMENTS	949	1,160	-	1,100	-
44995	SERVICE FEES	4,867	2,060	3,000	3,000	-
	< <debt service="">&gt;</debt>	551,770	539,550	556,545	534,720	431,443
45003	GENERAL LIABILITY INSURANCE	34,366	31,156	27,622	38,036	63,296
45004	BLDG MAINT SERVICES	36,138	49,752	29,878	29,878	32,556
45006	FLEET REPLACEMENT	-	-	90,364	90,364	35,954
45009	I.S. SERVICES	8,064	5,218	4,589	4,589	5,050
45010	GF ADMIN	233,911	253,073	226,085	226,085	225,773
	< <internal services="">&gt;</internal>	312,480	339,199	378,538	388,952	362,629
49200	TRANSFER OUT-ONE TIME	460,000	-	-	-	-
49201	TRANSFER OUT-202 (STREET MAINTENANCE	400,000	400,000	400,000	400,000	400,000
49210	TRANSFER OUT-010 (GENERAL FUND)	17,500	17,500	20,000	20,000	20,000
49214	TRANSFER OUT-207 (GENL PLAN UPDATE)	-	-	-	-	10,000
49222	TRANSFER OUT-346 (PUBLIC FACILITIES)	-	10,000	-	-	-
49273	TRANSFER OUT-653 (WATER REPLACE)	1,200,000	-	-	-	-
49275	TRANSFER OUT-652 (WATER RATE STABILIZA	-	-	-	-	700,000
49277	TRANSFER OUT-651 (WATER IMPACT)	-	429,354	-	-	-
	< <transfers>&gt;</transfers>	2,077,500	856,854	420,000	420,000	1,130,000
	5710 - WATER OPERATIONS	6,716,725	6,317,530	6,912,203	6,493,153	7,151,323



### [650-5720] Meter Reading and Repair

### **ACTIVITY DESCRIPTION**

The Water Meter Reading Division is responsible for reading, maintaining, upgrading, leak detection, installation and repair of residential and commercial water meters. Two Meter Readers service customer accounts while the third Meter Reader performs hydrant maintenance, valve exercising, meter change-outs and meter repairs or replacement. Division activities include testing meters for accuracy, verifying system pressures, and responding to customers with meter reading complaints. Meter reading results in billing based upon the customer's actual usage and provides accurate, timely feedback of customer consumption.

In FY 2004/05 the radio read meter conversion program moved forward by successfully installing an additional 1,000 radio read devices. At the present pace this program will complete all meter conversion to radio-read in eight years. As the number of water service connections continue to increase in the future, the time saved by this program will allow the City to continue the present level of service without increasing staff. As a result of this savings the FY2004/05 budget included the initiation of an in-house meter testing program. In FY 2005/06 a cost benefit analysis will be conducted on the meter calibration program.

The Meter Reading Division also manages two specific maintenance programs in the water distribution system. One is the valve-exercising program, which verifies that mainline gate valves are operational throughout the distribution system. This permits effective isolation of water shut-downs in emergency situations, assists the Development Division with the tie-in of new systems, and improves water quality and fire flow. The second is the Hydrant Program, which is an ongoing effort to rebuild defective hydrants. Hydrant and water line valves are "exercised" to insure optimal performance. This program also provides routine flushing of water main lines, resulting in improved water quality.

### FY 2004/05 HIGHLIGHTS

- Installed 1,000 additional radio-read devices in the Woodland and Northwest Region as part of ongoing program to convert all meters to radio-read
- Identified meters with defective turn-offs and re-installed new curb stops, meters, boxes and lids, increasing reading efficiency and reducing injury liabilities
- Rebuilt defective hydrants as hydrant valves are "exercised" and hydrants are checked for flow
- · Initiated in-house meter testing program to ensure meter performance and accuracy
- Exercised approximately 300 valves in the water distribution system
- Installed 117 new meters
- Accomplished the testing of 140 2" water meters
- Accomplished 125 fire hydrant preventive maintenance procedures

### FY 2005/06 ACTIVITY GOALS

- Install an additional 1000 radio read devices in the Northeast Region of the City, continuing the pace for completion of the radio read/replacement program within a ten year period
- Rebuild defective hydrants as hydrant valves were "exercised" and hydrants are checked for flow
- Maintain the less than 48-hour response time for meter installation requests
- Exercise 300 valves in the water distribution system

## [650-5720] Meter Reading and Repair

### FINANCIAL COMMENTS

In FY 2005/06 a cost benefit analysis will verify the cost effectiveness of the in-house meter testing program.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
<ul> <li>Average customer work order response time</li> </ul>	ne		
- Non-Emergency	21 hours	15 Hours .	24 Hours
- Emergency	7 minutes	12 minutes .	. 30 minutes
Fire hydrant maintenance performed	146	125 .	150
Water meter tested - 2" or greater	20	140 .	150
Annual cost to read a meter	.\$0.58 per meter	\$0.57	\$0.55

Note: As we complete the cost benefit analysis of meter testing and calibration we will continue to evaluate how aggressively to set our performance goals for fire hydrant maintenance and valve exercising.

## [650-5720] Meter Reading and Repair

Acct	Description	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actual	05/06 Adopted Budget
	SALARIES - GENERAL	174,021	181,161	186,250	184,936	192,909
	SALARIES - OTHER PAYOUT	1,562	3,561	5,000	6,450	6,750
	OVERTIME - GENERAL	3,467	4,943	5,000	3,775	4,250
	UNEMPLOYMENT INSURANCE	16	358	924	529	966
	RETIREMENT - GENERAL	12,190	17,103	28,148	24,777	37,687
	DEFERRED COMPENSATION	448	1,551	562	1,232	421
	GROUP INSURANCE	20,753	26,848	37,465	26,266	35,977
	MEDICARE	918	1,077	2,701	987	2,797
	INCOME PROTECTION INS	2,524	2,735	2,397	2,131	2,441
	WORKERS COMP	10,918	14,484	17,311	15,572	18,447
	BENEFITS	10,710	71	-	63	-
	UNIFORM	1,969	1,621	2,525	2,015	2,525
	CONTRACT LABOR	-	170	-	-	-
11700	< <employee services="">&gt;</employee>	228,786	255,682	288,283	268,733	305,170
42214	TELEPHONE	-	146	-	348	400
	GASOLINE & OIL	2,931	4,544	4,000	4,700	6,325
		32,181	20,282	27,150	20,485	21,500
	CORP YARD COSTS	571	-	997	-	21,500
	STATIONERY & OFFICE SUPPLIES	446	426	400	407	450
	COMPUTER SOFTWARE-NON CAPITAL	-	-	1,100	1,083	1,100
	OTHER SUPPLIES	11,951	16,495	24,800	16,949	20,750
	POSTAGE & FREIGHT	153	18	150	45	5(
	PRINTING	234	-	250	147	120
	SMALL TOOLS	-	675	1,000	-	1,000
	OTHER EXPENSE	_	-	-	10	15
	TRAINING & EDUCATION	654	(76)	1,000	268	300
	CONFERENCE & MEETINGS	177	-	150	-	-
	MEMBERSHIP & DUES	70	_	-	107	120
	SUBSCRIPTION & PUBLICATIONS	159	_	100	-	-
	MAINT - MACHINE/EQUIPMENT	325	317	500	313	350
	MAINT - AUTO/TRUCKS	4,026	9,231	8,000	4,680	5,300
	MAINT - FURNITURE/OFFICE EQUIP	106	40	200	-	300
	MAINT - OTHER	268	-	350	_	-
	FLEET REPLACEMENT CHARGES	2,382	_	-	_	
12000	<supplies &="" services="">&gt;</supplies>	56,634	52,096	70,147	49,542	58,080
43825	MACHINERY/EQUIPMENT	4,998	4,956	2,500	-	4,000
	METERS	283,646	240,878	323,395	323,395	299,300
.0071	< <capital outlay="">&gt;</capital>	288,643	245,835	325,895	323,395	303,300
45003	GENERAL LIABILITY INSURANCE	7,964	7,465	6,594	9,080	14,826
	BLDG MAINT SERVICES	9,388	12,925	7,762	7,762	8,457
	FLEET REPLACEMENT	-	-	4,916	4,916	31,906
	I.S. SERVICES	5,376	3,479	3,059	3,059	3,36
	GF ADMIN	38,064	41,182	36,791	36,791	36,740
.5510	< <internal services="">&gt;</internal>	60,792	65,051	59,122	61,608	95,296
	5720 - METER READING/REPAIR	634,855	618,664	743,447	703,278	761,846



### [650-5760] Water Conservation

### **ACTIVITY DESCRIPTION**

The Water Conservation Program develops and implements water conservation programs.

### FY 2004/05 HIGHLIGHTS

- Presented ordinances requiring water-wise landscaping and individual water meters to the City Council.
- Finished the design of a Water Conservation Demonstration Garden.
- Promoted water conservation in the community through the sharing of literature, newspaper and newsletter articles, direct targeted solicitations, and schoolbook covers.

### FY 2005/06 WORKPLAN

 Implement turf replacement incentive program in cooperation with the Santa Clara Valley Water District.

### FY 2005/06 ACTIVITY GOALS

- Coordinate with the Santa Clara Valley Water District in promoting water conservation to both residents and businesses.
- Oversee the construction of the Civic Center Demonstration Garden
- Oversee the design of the Courthouse Demonstration Garden
- Proceed with developing a water conserving rate structure for landscaping accounts.
- Enhance water conservation awareness in the community by communicating directly with residents, school children, and local businesses

### FINANCIAL COMMENTS

Given the City's recent challenges in meeting the community's water demands, it is appropriate to enhance the City's water conservation programs. This budget increases both the staff time and supplies and services budget for this activity. Most significantly, the 2005-2006 budget includes \$50,000 in funding for a new turf replacement program to be implemented cooperatively with the Santa Clara Valley Water District. In addition, \$12,000 in funding to hire a part-time assistant is included to assist in the development of a water conserving rate structure.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	ACTUAL	<u>PROJ</u>	GOAL
<ul> <li>Cooperative projects with the Santa Clara</li> </ul>			
Valley Water District to reduce water consumption	on 2 .	3 .	3
<ul> <li>Gallons of water produced daily per person</li> </ul>			
and employee (calendar year measure)	141 .	148 .	143

## [650-5760] Water Conservation

				04/05	04/05	05/06
		02/03	03/04	Current	<b>Estimated</b>	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	-	990	34,140	28,207	36,034
41270	SALARIES - PART-TIME	-	134	-	3,105	12,000
41320	SALARIES - OTHER PAYOUT	-	-	2,000	2,000	2,000
41490	OVERTIME - GENERAL	-	420	-	-	-
41560	UNEMPLOYMENT INSURANCE	-	5	120	70	126
41620	RETIREMENT - GENERAL	-	94	3,201	2,465	4,978
41690	DEFERRED COMPENSATION	-	40	1,424	1,210	1,197
41700	GROUP INSURANCE	-	77	2,946	1,999	2,707
41701	MEDICARE	-	15	495	388	522
41730	INCOME PROTECTION INS	-	33	388	411	392
41760	WORKERS COMP	-	141	1,494	1,183	1,555
	< <employee services="">&gt;</employee>	-	1,948	46,208	41,038	61,511
42214	TELEPHONE	51	40	40	40	40
42231	CONTRACT SERVICES	73	335	7,245	7,245	5,000
42248	OTHER SUPPLIES	-	475	-	3,600	2,000
42254	POSTAGE & FREIGHT	1,194	-	-	1,200	1,200
42257	PRINTING	554	867	10,000	3,000	3,000
42261	AUTO MILEAGE	-	12	-	50	75
42299	OTHER EXPENSE	-	-	-	50	50,000
42415	CONFERENCE & MEETINGS	-	-	-	700	700
42531	MAINT - FURNITURE/OFFICE EQUIP	66	-	-	-	-
	< <supplies &="" services="">&gt;</supplies>	1,938	1,729	17,285	15,885	62,015
45003	GENERAL LIABILITY INSURANCE	49	38	192	264	157
45010	GF ADMIN	1,061	1,148	1,026	1,026	1,025
	< <internal services="">&gt;</internal>	1,110	1,186	1,218	1,290	1,182
49209	TRANSFER OUT-301 (PARK DEVELOPMENT)	-	-	13,000	13,000	-
	< <transfers>&gt;</transfers>	-	-	13,000	13,000	
	5760 - WATER CONSERVATION	3,047	4,863	77,711	71,213	124,708

#### **ACTIVITY DESCRIPTION**

The Public Works Capital Improvement Program Division implements the annual capital improvements program. The division produces bid documents (plans, specifications, cost estimates) for capital projects with a combination of in-house and consultant staff. In addition, through the use of in-house and contract support, the Division provides inspection services for CIP projects. The Division is augmented by consultants as needed on technical specialty work or time-constrained projects.

The project support costs aggregated into this Division include:

- · Personnel For in-house engineering, design and inspection staff
- Supplies and Services Consultant Services, printing, training and other related costs
- Capital Outlay Special equipment, computers, vehicles and furniture to accommodate the staff implementing the project

### FY 2004/05 HIGHLIGHTS

- Completed design and awarded bid for new Indoor Recreation Center.
- Completed Edmundson Water Main Extension project.
- · Completed DeWitt Sewer Replacement project.
- Completed Bicycle Striping project using BTAC grant funds.
- Received Safe Routes to School grant for safety upgrades at the intersection of Monterey Rd. and Central Avenue.
- · Received TFCA grant for the Coyote Creek connection project.
- Received TDA Article 3 funds for bicycle detector loop project.
- · Completed design of new sewer Lift Station G project.
- Completed City-wide pavement rehabilitation project.
- Completed Edmundson sidewalk project using TDA Article 3 funds.
- · Completed miscellaneous sidewalk repair projects.
- Completed the Master Plan for Community Park
- Completed Monterey Rd./UPRR Undercrossing pedestrian improvements.
- Initiated Monterey Rd. Utility Undergrounding (Rule 20A) by establishing Utility Underground District for stretch from Dunne to Cosmo.

### FY 2005/06 WORKPLAN

- Complete bid package for Depot St. grant project.
- Complete environmental review and project report for Tennant Ave./Hwy 101 interchange project.

#### FY 2005/06 ACTIVITY GOALS

- Complete the property acquisition for the Tennant Avenue Widening project.
- Complete the construction of the Tennant Avenue/Highway 101 southbound traffic signal.
- Complete the construction of the Jackson Oaks Booster Station upgrade.
- Complete the utility undergrounding of Depot Street from Main Avenue to Fifth Street.
- Complete the design of Phase I of the Outdoor Sports Complex.
- Complete a sewer replacement project as part of an on-going sewer upgrade program in conformance with the Sewer Master Plan.
- Complete last phase of polybutylene water line replacement program.

- Complete the design and begin construction of the new Library.
- · Proceed with construction on Indoor Recreation Center.
- Complete design and construction of E. Dunne/Hill Road storm drain.
- · Complete pavement rehabilitation project.
- Complete Butterfield Well project.

### FINANCIAL COMMENTS

The CIP program for FY 2005/06 contains numerous projects encompassing a wide variety of work. Revenues received from development impact fees, water and sewer service charges, Redevelopment funds, and grant monies will allow for a healthy mix of projects that address needs on several fronts. Staff will continue to use consultant engineering services to supplement staff on the larger or more technically complex projects.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
<ul> <li>Number of Engineering Division hours worked</li> </ul>	on 8,540	7,730 .	8,100
all CIP projects			
Number of CIP projects awarded	13 .	13 .	15
<ul> <li>Percentage of CIP projects completed within</li> </ul>			
Council-approved contingency(1)	90% .	100% .	100%
<ul> <li>Hours spent inspecting public improvements</li> </ul>	1,698 .	2,050 .	2,000

<sup>(1)</sup> Original scope only

		02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	534,360	560,210	672,190	541,104	684,341
41320	SALARIES - OTHER PAYOUT	9,150	9,420	8,200	18,424	11,500
41490	OVERTIME - GENERAL	18,978	16,847	18,050	9,800	9,800
41560	UNEMPLOYMENT INSURANCE	45	1,055	2,581	1,496	2,550
41620	RETIREMENT - GENERAL	24,107	39,201	87,827	62,573	118,892
	DEFERRED COMPENSATION	8,443	10,390	8,263	8,693	10,262
41700	GROUP INSURANCE	47,872	53,576	82,677	46,929	56,183
41701	MEDICARE	7,278	7,578	9,747	6,542	9,923
41730	INCOME PROTECTION INS	7,278	8,085	7,828	6,063	7,734
41760	WORKERS COMP	12,853	29,373	33,985	28,119	40,072
41799	BENEFITS	2,771	2,766	-	2,000	-
	UNIFORM	404	354	250	353	280
41900	CONTRACT LABOR	175,815	279,503	60,000	160,367	60,000
	< <employee services="">&gt;</employee>	849,353	1,018,358	991,598	892,463	1,011,537
42208	ELECTRIC	-	10	100	100	100
42214	TELEPHONE	2,445	3,723	2,946	2,940	2,900
42228	GASOLINE & OIL	(0)	-	350	150	1,650
42231	CONTRACT SERVICES	126,640	111,078	236,021	150,000	150,000
42242	CORP YARD COSTS	656	-	1,145	-	-
42244	STATIONERY & OFFICE SUPPLIES	13,034	14,350	12,400	12,400	12,500
42245	COMPUTER HARDWARE-NON CAPITAL	-	-	3,800	3,680	3,200
42246	COMPUTER SOFTWARE-NON CAPITAL	-	-	2,800	2,720	2,400
42248	OTHER SUPPLIES	12,751	4,035	10,800	8,900	8,900
42250	ADVERTISING	448	-	1,900	1,100	1,100
42252	PHOTOCOPYING	-	45	900	650	600
42254	POSTAGE & FREIGHT	4,023	1,883	3,200	2,720	3,200
	PRINTING	1,576	1,062	5,500	1,900	1,900
42261	AUTO MILEAGE	790	311	610	450	520
42299	OTHER EXPENSE	356	72	1,700	1,120	1,150
42408	TRAINING & EDUCATION	4,010	1,895	3,400	3,100	3,400
	CONFERENCE & MEETINGS	288	802	1,500	1,500	1,500
42423	MEMBERSHIP & DUES	380	82	380	310	350
42435	SUBSCRIPTION & PUBLICATIONS	1,034	43	1,200	920	880
42510	MAINT - BLDGS/IMPROVEMENTS	-	-	-	119	
42523	MAINT - MACHINE/EQUIPMENT	-	-	-	64	-
42526	MAINT - AUTO/TRUCKS	1,685	2,418	1,400	1,350	1,400
42531		83	498	100	100	100
42550	FLEET REPLACEMENT CHARGES	10,139	-	-	-	
	< <supplies &="" services="">&gt;</supplies>	180,337	142,307	292,152	196,293	197,750

		02/03	03/04	04/05 Current	04/05 Estimated	05/06 Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	-	206	-	-	-
43835	FURNITURE/OFFICE EQUIPMENT	1,068	1,101	-	3,611	3,200
43840	COMPUTER EQUIPMENT	3,717	6,035	-	-	-
43845	COMPUTER SOFTWARE	-	660	-	3,969	-
	< <capital outlay="">&gt;</capital>	4,785	8,003	-	7,580	3,200
44994	LEASE PAYMENTS	983	1,160	970	-	-
	< <debt service="">&gt;</debt>	983	1,160	970	-	-
45003	GENERAL LIABILITY INSURANCE	28,022	26,586	22,373	30,808	24,715
45006	FLEET REPLACEMENT	-	-	-	-	17,625
45010	GF ADMIN	129,009	139,577	124,693	124,693	124,521
	< <internal services="">&gt;</internal>	157,031	166,163	147,066	155,501	166,861
	8280 - CIP ADMINISTRATION	1,192,489	1,335,990	1,431,786	1,251,837	1,379,348